

UNITED STATES DISTRICT COURT
OFFICE OF THE CLERK
DISTRICT OF MARYLAND

Felicia C. Cannon, Clerk

Reply to Southern Division Address

October 24, 2003

_____FILED _____ENTERED
 _____LODGED _____RECEIVED

Steve Smitson
310 Tulip Avenue
Takoma Park, MD 20912

OCT 27 2003
AT GREENBELT
CLERK U.S. DISTRICT COURT
DISTRICT OF MARYLAND
DEPUTY

Re: Case No. AW-03-PY 23

Dear Counsel/Party:

The Clerk received your Notice of Deposition on 10/20/2003; however, it is deficient in the area(s) checked below and is being returned to you.

Failure to meet requirements of Local Rules 101 & 102:

- Member of Bar of this Court has not signed pleading.
- Proper Person - out of state - must furnish Court with memo of location in Maryland where notices, etc. may be served.
- Corporation may not represent itself through its officers.

Failure to meet requirements of Local Rules 104, 105, and Fed.R.Civ.P. 5:

- Discovery motions, responses and replies to motions must be filed with **original and two copies**.
- Depositions not to be filed unless in support of a motion.
- Discovery material received.
- Motion to Compel filed - not in accordance with Local Rule 104.8.
- Discovery motion filed - not in accordance with Local Rule 104.7.

Failure to meet requirements of Local Rule 102 & Fed.R.Civ.P. 5:

- Certificate of Service not affixed to pleading.
- Certificate of Service not dated.
- Certificate of Service not signed.
- Attachments or exhibits missing.
- Pleadings must be filed on 8½" x 11" paper (this includes exhibits and attachments; please reduce accordingly).

Miscellaneous:

- Pleading does not contain original signature(s).
- Pleading pertains to more than one file. Original and appropriate copies required for each file unless cases consolidated for all purposes.
- Incorrect caption or civil action number. Unable to match with case.
- Offer of judgment should not be filed with the Court until it has been accepted. Fed. R. Civ. P. 68.
- Pleading or paper must be filed electronically.
- Other.

Very truly yours,


 Alexander Williams, Jr.
 United States District Judge

cc: Other counsel/party

U.S. District Court (Rev. 3/3/2003) - Return pleading letter

Northern Division • 4415 U.S. Courthouse • 101 W. Lombard Street • Baltimore, Maryland 21201 • 410-962-2600
 Southern Division • 240 U.S. Courthouse • 6500 Cherrywood Lane • Greenbelt, Maryland 20770 • 301-344-0660